MaineDOT

CONSULTANT CONTRACT STANDARD INVOICE

Regional - Negotiated Rates - WITH Sub Consultants

WORKBOOK GUIDE

(Microsoft Excel 2002)

EACH INVOICE SUBMITTED MUST:

1. CONTAIN DATA FOR ONE CONTRACT ONLY, INCLUDING MULTI-PIN DETAIL AS APPROPRIATE.

2. CONTAIN A "CONSULTANT INVOICE NUMBER" THAT IS UNIQUE TO THAT FIRM AND CONTRACT WITH NO MORE THAN 12 CHARACTER FIELDS USED (including punctuation and spaces).

3. INCLUDE THE SAME SUPPORTING INFORMATION ATTACHED TO THE INVOICE AS IN THE PAST.

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1) Do not try to enter data into blue colored cells, they are filled by formula, or by link from another cell in the workbook. Yellow and tan colored cells are for data entry. Yellow cells should only require data entry with the first invoice for a contract; tan cells will need review and possibly update with each invoice submitted.

2) Sheet 2 of 3, top right side, "<u>Final Invoice?</u>", must indicate either "yes" or "no" and should not be left blank. This not only aids processing, but also provides critical data for formulas and cells on other sheets.

3) The MaineDOT PIN field is preformatted to produce an 8 digit number in decimal format. Do not enter a decimal point. The last 2 digits entered must be the 2 digits to the right of the decimal (even zeros), but no decimal should be shown. Do not enter leading zeros.

4) The payment address can be entered directly on Sheet 1 if it is different than the firm address entered on the Main Data Entry form.

5) Comment boxes have been added to a number of data entry fields to help clarify input intentions, or identify specific needs in those cells.

6) Function and Activity coding for PIN lines on Sheet 3 of 3 is not mandatory to submit a completed invoice, but should be entered if known, especially for multiPIN projects.

7) Regional "Invoice Detail" sheets have been added to this workbook to allow for sign-off by Regional Managers, as well as roll up into a "(SUM)2of3InvoiceDetail" sheet in a "master" invoice. Individual sheets can be shared electronically and printed for local signature.

8) Changes have been made to the invoice workbook that will allow credits or adjustments to an invoice once all other data and workbook calculations have been completed. These changes are on Sheet #1 and provide for data entry detailing needed adjustments just above "Total Amount Due This Invoice".

REGIONAL Negotiated Burdened Rates
(WITH SUB CONSULTANTS)

State of Maine Department of Transportation
Transportation Building 16 State House Station
Augusta, Maine 04333-0016

In Account With

P.V. #:	
ENC/UENC #:	
CSN #:	
Vendor/Customer #:	
TEDOCS #:	
Doc. Date:	
Doc. Type:	
OUC:	
Author:	

<=Firm Name

Street (PO Box)
Town, State ZIP

<=Payment mailing address

Vendor/Customer # =>

Consultant Invoice Number:
Invoice Period:
State Contract Number:
Project Contract Award Date:
Project Contract Completion Date:

Invoice Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Name:

I hereby certify that the signature below is true and accurate. I further certify, if electronic, that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself. **Initials:** _____

Signed: _____
Please Type: *Name, Title*

	Amount Invoiced This Period	Total Amount Previously Invoiced	Cumulative Amount Invoiced To Date	Contract Amounts	Contract Balance
Straight Time/Work =					
Overtime =					
Sub-Total =					
Direct Expenses =					
Subconsultant Summary: *DBE/WBE =>* yes/no					
Sub-Total: Subconsultants =					
Total Invoice Amounts =					
Invoice Credits/Adjustments =					

Detail: 1)
2)
3)

TOTAL AMOUNT DUE THIS INVOICE =

Approved by: _____

MaineDOT Program/Project Manager   Date
(Work performed as specified)

Consultant Standard Invoice Detail

Final Invoice ? YES/NO => =>

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Company Information

Firm Name	Name
Address	Street (PO Box)
	Town, State ZIP
Vendor/Customer #	*VC0000000000 or VS0000000000*
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Expenses $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						Straight/OT Total Amount	Mileage			<= Direct Expense Detail =>				Direct Expense Total	Total THIS INVOICE
		Straight Time			**Overtime**							Travel	Postage Delivery Printing	Phone FAX	Other		
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount						
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	

INVOICE TOTALS =
(Includes Regional Sheets if used)

Consultant Standard Invoice Detail - Region 1

Final Invoice ? YES/NO => =>

Contract Information

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Company Information

Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:	
MaineDOT PIN:	
Federal Project #:	
Project Title/Location:	

(Work performed as specified)

MaineDOT Manager - Region 1   Date

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Total $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	Straight Time <= Burdened or Commercial Rate =>			Overtime			Straight/OT Total Amount	Mileage			Travel	Postage Delivery Printing	Phone FAX	Other	Direct Expense Total	Total THIS INVOICE
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount						
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	
Totals =																	

NOTE: Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

Consultant Standard Invoice Detail - Region 2

Final Invoice ? YES/NO => =>

Contract Information

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Company Information

Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:	
MaineDOT PIN:	
Federal Project #:	
Project Title/Location:	

(Work performed as specified)

MaineDOT Manager - Region 2   Date

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Total $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	Straight Time Work Unit	Straight Time Rate	Straight Time Amount	Overtime Work Unit	Overtime Rate	Overtime Amount	Straight/OT Total Amount	Mileage #	Mileage Rate	Mileage Amount	Travel	Postage Delivery Printing	Phone FAX	Other	Direct Expense Total	Total THIS INVOICE
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	
Totals =																	

NOTE: Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

Consultant Standard Invoice Detail - Region 3

Final Invoice ? YES/NO => =>

Contract Information

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Company Information

Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

(Work performed as specified)

MaineDOT Manager - Region 3   Date

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Total $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						Straight/OT Total Amount	Mileage			Travel	Postage Delivery Printing	Phone FAX	Other	Direct Expense Total	Total THIS INVOICE
		Straight Time			Overtime												
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount						
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000											
Name 2, Title 2																	
Name 3, Title 3																	
Totals =																	

NOTE: Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

Consultant Standard Invoice Detail - Region 4

Contract Information

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Final Invoice ? YES/NO => =>

Company Information

Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:	
MaineDOT PIN:	
Federal Project #:	
Project Title/Location:	

(Work performed as specified)

MaineDOT Manager - Region 4   Date

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Total $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate =>						Straight/OT Total Amount	<= Direct Expense Detail =>								Direct Expense Total	Total THIS INVOICE
		Straight Time			Overtime				Mileage			Travel	Postage Delivery Printing	Phone FAX	Other				
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount								
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000			0.00	0.00		0.00	0.00	0.00	0.00				
Name 2, Title 2																			
Name 3, Title 3																			
Totals =																			

NOTE: Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

Maine Department of Transportation

Consultant Standard Invoice Detail - Region 5

Contract Information

State Contract #	
MaineDOT Contract Sequence # (CSN)	
Consultant Project #	
Award Date *(mm/dd/yy)*	
Completion Date *(mm/dd/yy)*	
Contract Total Straight Time $	
Contract Total Overtime $	
Contract Total Expenses $	

Final Invoice ? YES/NO => =>

Company Information

Firm Name	
Address	
Vendor/Customer #	
Firm Is DBE/WBE *(yes/no)*	

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

(Work performed as specified)

MaineDOT Manager - Region 5   Date

Invoice Information

Invoice Date *(mm/dd/yy)*	
Consultant Invoice #	
Invoice Start Date *(mm/dd/yy)*	
Invoice End Date *(mm/dd/yy)*	
Previously Invoiced Straight Time $	
Previously Invoiced Overtime $	
Previously Invoiced Total $	

COMMENTS:

Invoice Detail - Labor and Expenses:

Individual - NAME, Title	MaineDOT PIN	<= Burdened or Commercial Rate => Straight Time			Overtime			Straight/OT Total Amount	<= Direct Expense Detail => Mileage			Travel	Postage Delivery Printing	Phone FAX	Other	Direct Expense Total	Total THIS INVOICE
		Work Unit	Rate	Amount	Work Unit	Rate	Amount		#	Rate	Amount						
Name 1, Title 1	000000.00	0.000	0.0000		0.000	0.0000			0.00	0.00		0.00	0.00	0.00	0.00		
Name 2, Title 2																	
Name 3, Title 3																	
Totals =																	

NOTE: Formulas in total cells above can be over-written with a number **as long as paper copies with individual line detail are attached to the invoice.**

CONSULTANT LETTERHEAD

Maine Department of Transportation - Consultant Standard Invoice

Invoice Date:

PIN Detail

Consultant Name:
Vendor/Customer #:
Consultant Invoice #:
Invoice Period:
State Contract Number:
Contract Award Date:
Contract Complete Date:

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

MaineDOT PIN	Federal Project Number	Town Name(s)	PIN Coding		Straight Work Amount	Overtime Amount	Direct Expense Amount	Sub Consultant Amount	PIN Total This Period
			Function	Activity					
000000.00					0.00	0.00			
TOTAL INVOICE AMOUNTS => (Includes Sheet 3b if used)					$0.00	$0.00	$0.00	$0.00	$0.00

Straight & Overtime Invoice Totals Above Match Those on Sheet 2of4

SubConsultant Total Above Matches Total on Sheet 4of4

State Contract Number:
Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Invoice Date:

MaineDOT PIN	Federal Project Number	Town Name(s)	PIN Coding		Straight Work Amount	Overtime Amount	Direct Expense Amount	Sub Consultant Amount	PIN Total This Period
			Function	Activity					

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

Sub Consultant Detail

Consultant Project #:
MaineDOT PIN:
Federal Project #:
Project Title/Location:

Consultant Name:
Vendor/Customer #:
Consultant Invoice #:
Invoice Period:
State Contract Number:
Contract Award Date:
Contract Complete Date:

Summary of DBE/WBE Participation:

Subconsultants #1 - #7 MaineDOT PIN	Subconsultant #1	Subconsultant #2	Subconsultant #3	Subconsultant #4	Subconsultant #5	Subconsultant #6	Subconsultant #7	Invoice Sub Total DBE/WBE Subs Only #1-7	Invoice Sub Total All Subs #1-7
DBE/WBE - yes/no =>									
000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INVOICE TOTALS #1 - #7									
Previously Invoiced									
Subcontract Amount									
Subcontract Balance									

Amounts This Invoice

Invoice Totals Subconsultants #1- #14

Total Contract Amount =

	Value	Percentage	
DBE Subconsultant Contract Amount =		#DIV/0!	of Contract
DBE Subconsultant Program Commitment =			of Program
Accrued Contract Billings to Date =		#DIV/0!	of Contract
Accrued DBE Billings to Date =		#DIV/0!	of DBE Amount

CONSULTANT LETTERHEAD

Invoice Date:

Maine Department of Transportation - Standard Invoice

Sub Consultant Detail

Consultant Project #:
MaineDOT PIN:
Consultant Name:
Federal Project #:
Vendor/Customer #:
Project Title/Location:
Consultant Invoice #:
Invoice Period:
State Contract Number:
Contract Award Date:
Contract Complete Date:

Summary of DBE/WBE Participation:

Subconsultants #8 - #14 MaineDOT PIN	Amounts This Invoice							Invoice Sub Total DBE/WBE Subs Only #8-14	Invoice Sub Total All Subs #8-14
DBE/WBE - yes/no =>	Subconsultant #8	Subconsultant #9	Subconsultant #10	Subconsultant #11	Subconsultant #12	Subconsultant #13	Subconsultant #14		
000000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
INVOICE TOTALS #8 - #14									
Previously Invoiced									
Subcontract Amount									
Subcontract Balance									

Yes/No

Yes
No